



Annual Military Fiscal Year
(Oct 1 – Sept 30): _____

King County Uniformed Services Leave: Payment Election Form

Instructions

“Uniformed Services” includes, but is not limited to, the Armed Services, the Washington National Guard, and the United States Public Health Service Commissioned Corps and its reserve. The employee (or Power of Attorney) should complete this form **annually** on October 1st, which is the commencement of the military fiscal year, and inform his or her Uniformed Services Leave Coordinator of any schedule changes throughout the year. To request uniformed services leave, written or verbal notice is sufficient. **Submission of this form and orders or training/drill schedules must be provided by the employee prior to uniform service only if the employee elects to receive the following pay and/or benefits:**

- Up to 21 days of paid uniformed services leave per RCW 38.40.060
- Differential pay when on active duty uniformed services leaves per KCC 3.12.260
- Medical, dental, vision, and basic life insurance benefits after being on uniformed services leave for over 30 days per KCC 3.12.262
- Continued earning of vacation and sick leave accruals while on uniformed services leave per KCC 3.12.262
- Provide current rank when first apply, annually and whenever your rank/military pay increases to your Agency Military Leave Coordinator

Orders are not required if the employee is using his or her own leave accruals or employee does not elect to receive certain pay or benefits associated with RCW 38.40.060, KCC 3.12.260, 3.12.262.

To be Completed by the Employee

Complete this section and forward all required paperwork to your agency Uniformed Services Leave Coordinator (page 3).

Employee Name: _____ Rank/Pay: _____ Employee ID: 0000 _____

Preferred contact method while on leave (address, email, etc.), please list: _____

If I exceed the 21 days of uniformed services pay that I am entitled to under RCW 38.40.060 and if I am not receiving differential pay that I may be entitled to under KCC 3.12.260 because I am not on active duty, I wish to use my leave accruals in the following order (indicate with 1, 2, 3, 4 or 5):

____ Vacation leave ____ Executive leave ____ Compensatory time

____ Other Type: (e.g., benefit time; but please note that sick leave may not be used)

____ Leave without pay (in the event the you have no leave accruals, your leave will default to leave without pay)

Documentation* required only if you elect to receive:

- 21 days of uniformed services pay per military fiscal year (RCW 38.40.060)
- Differential pay when on active duty uniformed services leave (KCC 3.12.260)
- Medical, dental, vision, and life insurance benefits after being on uniformed services leave for over 30 days (KCC 3.12.262)
- Continued earning vacation and sick leave accruals while on uniformed services leave (KCC 3.12..262)

* You will not receive the above-noted pay or benefits until you submit required documentation

Type of Leave: <input type="checkbox"/> Annual training/drill schedule	OR	Type of Leave: <input type="checkbox"/> Active duty orders
Annual Training: Scheduled dates of service: _____ _____ _____		Active Duty: Scheduled dates of service: Active duty start date: _____ Active duty release date: _____ Anticipated return to work date: _____

I understand that before I receive pay and/or benefits, I must submit uniformed services orders or training/drill schedules plus my rank/pay for the following reasons and that a delay in providing the documentation may delay my receipt of pay and/or benefits for:

- Being paid 21 days of uniformed services pay per RCW 38.40.060
- Receiving differential pay when on active duty uniformed services leave per KCC 3.12.260
- Receiving medical, dental, vision, and life insurance benefits after being on uniformed services leave for over 30 days per KCC 3.12.262
- Continued earning vacation and sick leave accruals while on uniformed services leave per KCC 3.12.262

I understand that if I cannot be contacted due to my service in the uniformed services, I authorize King County to make pay and benefit decisions on my behalf with the understanding that all decisions may be reviewed upon my return and modified by me where appropriate and to the extent possible.

Employee's signature _____ Date signed _____

Employee Benefit Information

Detailed information regarding these insurance plans is available from Benefit and Retirement Operations at 206-684-1556 or www.kingcounty.gov/employees/benefits

While on uniformed services leave, you **will receive** the following when you submit orders or training/drill schedules:

- Up to 21 days of paid uniformed services leave per RCW 38.40.060
- Differential pay when on active duty uniformed services leaves per KCC 3.12.260
- Medical, dental, vision, and life insurance benefits (basic life insurance will continue for up to 12 months from the date of uniformed services leave) after being on uniformed services leave for over 30 days per KCC 3.12.262
- Continue earning vacation and sick leave accruals while on uniformed services leave per KCC 3.12.262, to include personal holidays which will be added to your vacation bank on the first of October and November of each year
- You may be eligible for additional benefits under the Affordable Care Act (ACA)
- Local 587 employees in the Partial Benefits Plan are still required to pay for a portion of their benefits that are not subsidized by King County.

While on uniformed services leave, you **may elect to** self-pay for the following:

- Supplemental life insurance for up to 12 months from the date you left on uniformed services leave
- Basic and supplemental accidental death and dismemberment (AD&D) for up to 12 months from the date you left on uniformed services leave
- Basic and supplemental long-term disability (LTD) for up to 18 months from the date you left on uniformed services leave

While on uniformed services leave, you **may elect to** continue:

- Health flexible spending account (FSA) coverage for up to 24 months

You may also want to ensure that all other important forms are updated. Examples include:

- Wellness assessment exception form which is located at: <http://www.kingcounty.gov/employees/benefits/Forms.aspx> and click on "Request exception from participating in Healthy Incentives"
- Leave & Earnings Statement (the uniformed services leave documentation that you send to your agency every time your uniformed services pay increases)
- Personnel information update form located at: <http://www.kingcounty.gov/employees/benefits/Forms.aspx> and click on "Update personal information"
- W-4 form Located at: www.kingcounty.gov/employees/benefits/Payroll and click on "Change federal tax withholding W-4"
- Direct deposit form located at: www.kingcounty.gov/employees/benefits/Payroll and click on "Sign up for direct deposit"

Upon your return to work, to ensure that your retirement credits have been processed correctly, please contact the Washington State Department of Retirement Services (DRS) at: **Phone:** 1-800-547-6657 **Web:** www.drs.wa.gov

Agency Uniformed Services Leave Coordinators and Other Military Information

Agency	Coordinator Name	Telephone Number	Mail Stop
DAJD	Primary: Wilena Montgomery Backup: Ramona Flores	206-477-2361 206-477-2373	KCF-AD-0600
DCHS	Primary: Susan Churchill Backup: Bridget Tibbs	206-263-1293 206-263-8629	CNK-HS-0500
DES	Primary: Tricia Morrison Backup: Robert James	206-477-9441 206-263-9414	ADM-ES-0800 CNK-ES-0135
DPER	Primary: Theresa Reynolds Backup: Don Moritz	206-477-0380 206-263-8286	SNO-DP-0210
DJA	Primary: Teresa Bailey Backup: Joy Fernandes	206-477-0768 206-477-0774	KCC-JA-0609
DOA	Primary: Richard P. Watson Backup: Alicia Warren	206-263-2356 206-263-2264	ADM-AS-0700 ADM-AS-0708
Transit	Primary: Que Mathis Backup: Heather Cory	206-477-5405 206-477-5828	KSC-TR-0419
DNRP	Primary: Debbie Udycz Backup: Cindy Burch	206-477-4590 206-477-5419	KSC-NR-0700 KSC-NR-0511
DPH	Primary: Dan Hughes Backup: Hollie Alejandria	206-263-8411 206-263-8799	CNK-PH-1000
KCSO	Primary: Christy Hammond Backup: Jessica Klein	206-263-2545 206-263-2543	KCC-SO-0100
KCIT	Primary: Deena Prasad Backup: Silvette Lee	206-263-1348 206-263-1348	CNK-IT-0600
Roads/Airport/Fleet/Marine	Primary: Madeline Canning-Kaplan Backup: Melinda Dickie	206-477-3721 206-477-3608	KSC-TR-0313
DPD	Primary: Chelley Wrenn Backup: Irma Van Buskirk	206-263-1462 206-263-9002	CNK-PD-0550
Central Payroll Administrator	Primary: Nichole Garcia Backup: John Rupprecht	206-477-9433 206-477-9475	CNK-ES-0230
Elections	Primary: Richard Moore	206-477-4118	RNT-EL-0100
District Court	Primary: Czar Peralta	206-477-7716	KCC-DC-1034
King County Council	Primary: Dianne Caffiere	206-477-0978	KCC-CC-1200
Prosecuting Attorney's Office	Primary: Heidi Parkington	206-477-1205	KCC-PA-0400

Uniformed Service Branches

United States Army (866) 771-6357 Commander Soldier's Records Data Center (SRDC) 8899 East 56th Street Indianapolis, IN 46249-5301	United States Air Force (210) 565-2660 HQ AFPC/DPDXIDL 550 C Street, West, Suite 50 Randolph AFB, TX 78150-4752
United States Marine Corps (703) 784-3941 / (703) 784-3942 Headquarters U S Marine Corps Personnel Management Support Branch (MMSB-17) 2008 Elliot Road Quantico, VA 22134-5030	United States Navy (901) 874-5111 Bureau of Naval Personnel PERS 312F 5720 Integrity Drive Millington, TN 38055-3120
United States Public Health Service Commission Corps Office of Force Readiness and Deployment Office of the Surgeon General 5600 Fishers Lane, Room 18C-26 Rockville, MD 20850 Phone:(301) 443-3859	United States Coast Guard (202) 493-1697 Commander Coast Guard Personnel Command (CGPC-adm-3) 4200 Wilson Blvd, Suite 1100 Arlington, VA 22203-1804

Verify active duty orders: https://www.dmdc.osd.mil/appj/scra/single_record.xhtml

Locating service members or a mailing address: https://kb.defense.gov/app/answers/detail/a_id/344/related/1